

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Wash, DC		2. POSITION NUMBER 00046171	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position 0pm Pass for GS-Series 343 Management & Program Analysis Series; TS-98 dtd Aug 1990					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation Program Analyst		GS	0343	13	001
4. SUPERVISOR'S RECOMMENDATION Program Analyst		GS	343	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Larry Watkins		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. IT Strategic Planning Branch		
b. OEI			f.		
c. OTOP			g.		
d. MISD			h. Organization Code 28332000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Gail Bentkover, Branch Chief, IT Strategic Planning Branch			d. Typed Name and Title of Second-Level Supervisor Odelia Funke, Director, Mission Investment Solutions Div.		
b. Signature <i>Gail Bentkover</i>		c. Date 8/22/07	e. Signature <i>Odelia Funke</i>		f. Date 9-12-07
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
c. Functional Code 00		d. Bargaining Unit Code 1043 EOT		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	
f. Signature <i>Gail Bentkover</i>		g. Date 10/22/07			
11. REMARKS STATEMENT OF DIFFERENCE <i>Previously Classified</i> BUS code amended per HQ evaluation - February 2013					

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	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	<i>Program Analyst</i>	<i>HS</i>	<i>343</i>	<i>13</i>	<i>001</i>
4. SUPERVISOR'S RECOMMENDATION	Program Analyst	GS	343	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <i>Angel Delgado</i>			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e. IT Strategic Planning Branch			
b. OEI		f.			
c. OTOP		g.			
d. MISD		h. EPAYS Organization Code 28332000			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
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a. Typed Name and Title of Immediate Supervisor Robert Gunter, Branch Chief, IT Strategic Planning Branch		d. Typed Name and Title of Second-Level Supervisor Odelia Funke, Acting Director, Mission Invest. Solutions Div.			
b. Signature <i>[Signature]</i>		c. Date <i>7/7/05</i>		e. Signature <i>[Signature]</i>	
				f. Date <i>7/11/2005</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has No promotion potential. <input type="checkbox"/> If position develops as planned and employee Progresses satisfactorily, this position has known promotion potential to grade: _____		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code	
d. Bargaining Unit Code <i>0011</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)		f. Signature <i>[Signature]</i>		g. Date <i>7/15/05</i>
11. REMARKS					

INTRODUCTION

PROGRAM ANALYST GS-343-13

This position is located in the Information Technology Strategic Planning Branch (ITSPB), Mission Investment Solutions Division (MISD), Office of Technology Operations and Planning (OTOP), Office of Environmental Information (OEI). A primary function of this position is to manage Branch work associated with the primary Information Technology Solutions Business Information Strategy Support (ITS-BISS) services contract—a primary contract vehicle for supporting Agency compliance with the Clinger Cohen Act, PRA, FISMA, GPEA, and GPRA. The incumbent will serve as a Program Analyst and provides authoritative information management expertise for information technology (IT) and systems planning in support of Branch mission.

The Information Technology Strategic Planning Branch is the Agency focal point for developing and overseeing the implementation of Agency information technology (IT) planning. Specific functions of the Branch are as follows: (1) Coordinates IT policy development within EPA; (2) Serves as liaison to EPA program offices and Regions, states, local governments, tribes, and other Federal agencies on issues related to IT planning and guidance; (3) Coordinates establishment of Agency IT delegations and appropriate redelegations as required by the National Program Manager (NPM); (4) Develops policies and guidance for Information Technology; (5) Provides security planning and implementation consulting services to Agency customers; and (6) Develops and implements the Agency's program for IT workforce training and development. (Additional details are contained in ITPGB's, ITPPD's, and OTOP's function statements).

The primary focus of this position is to provide contract management and Inter Agency Agreement (IAG) support to the Branch for IT and systems planning, and administration of related contractual services following Agency and Federal policies. This includes administering a contract for supporting various IT services.

Develops guidelines and manages the contract planning processes for IT planning and systems planning support services for the Branch

Establishes policies and procedures for, and coordinates the annual review and evaluation of IT planning and systems planning support services for the Branch

Provides central management of IT planning and systems planning contract support services acquisition processes for the Branch

Coordinates and accomplishes the contract management processes for IT planning and systems planning in support of agency-wide support services contracts for the Branch.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent provides support for the technical review and administration of IT planning and systems planning contract services. The incumbent is responsible for servicing as Project Officer (PO) on a variety of support services type contracts to sustain the Agency's environmental programs. The incumbent will serve as the primary liaison with the ITS-BISS PO to ensure that the mission of the Branch is achieved efficiently and effectively using this primary contract vehicle. To provide these services the incumbent:

Provides technical review and approval of IT planning and systems planning support activity proposed in statements of work. Review is done to ensure compliance with Federal and EPA contract policies; regulation and guidance.

Provides reports to the Chief, IT Strategic Planning Branch and the Director of MISD, as requested, on matters related to project planning, system development, acquisition strategy, changes in FIRM FIPS acquisition policies.

Execute administrative functions essential in the preparation of acquisition for IT planning and systems planning support services for both long and short-term requirements. This includes the preparation of budgetary specifications, statements of work, and statements of Objectives (SOO) for Branch work assignments.

Participates in the development of a proposal evaluation package for IT planning and systems planning support services. Serves as a member of the Technical Evaluation Panel for services acquisitions.

Participates in the periodic evaluation of contractor performance reviews. Provides recommendations to the contractor in areas of performance weaknesses.

Communicates with the Contractor Officer/Contracting Specialist, Technical Managers, Project Officers, Program Managers, and Contractor Program personnel providing recommendations, and suggestions in association with the daily application of IT planning and systems planning support.

Reviews contractor proposals for the utilization of subcontractor and/or consultants for acceptability criteria.

Coordinates acceptable guidelines and procedures to be used in the acquisition process for IT planning and systems planning support services.

Participates in work groups, seminars, conferences, etc., for the development of tracking and reporting systems for the on-going acquisition projects for the Branch.

Exercises tact, good judgment and diplomacy in dealing with members of the acquisition process, the administrative operation, and management officials to achieve the optimum results.

FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of Agency requirements analysis, information management concepts, human factors analysis, organizational structure, basic fact finding practices, and general knowledge of IT concepts and resources, use of the procurement and contract management processes. Cognizant of appropriation law and budgetary procedures governing the acquisition process.

Keeps abreast of changes governing the FAR, FIRM, and FIPS Acquisition policies and regulations. Reviews documentation dictating IT planning and systems planning standard operating procedures. Obtains useful information pertaining to the latest advances and developments in the IT support services field. Attends conferences, meetings, briefings, etc., exchanging knowledge practices, and theory of IT systems involvement. In coordination with Technical Program Managers and the Chief, of the IT Strategic Planning Branch, recommends the application of information, operation, and concepts to the Agency's IT support services field.

Factor 2—Supervisory Controls

Employee reports directly to the Chief of the IT Strategic Planning Branch. The employee determines the work schedule in relation to the projects delegated by the Chief of ITSPB. The employee schedules, and independently carries out successive steps of the assignments in accordance with Agency policies, personal knowledge, and established practices. Completed projects are reviewed for accuracy and accomplishment, as reflected in reports and effectiveness of management assistance advice and counsel provided to program and acquisition managers, and the Chief of ITSPB.

Factor 3--Guidelines

Guidelines consist of FAR, FIRM, FIPS acquisition policies and regulatory guidelines, Agency IT policies and guidelines which manage support services contracts, feasibility studies, and IT systems documentation. The employee uses judgment in the application of unauthorized methods, techniques and analysis methods in conformance with broadly stated technical and information management objectives. Employee must also be aware of changing guidelines due to new legislative requirements and resulting regulations. Must be prepared to make changes in IT planning and systems planning support services accordingly. This requires the employee to interpret conflicting legislation, regulations and overall objectives, and to plan and execute whatever steps are required to resolve these differences and still accomplish the Agency goals.

Factor 4--Complexity

Assignments consist of a variety of tasks involving different types of methods and procedures. The primary objectives are to advise, qualify and assist Program Offices to acquire and appropriately utilize IT planning and systems planning support services contracts to support Agency policies and regulations. Performance is governed by established guidelines and/or accepted applications. Both objectives and means are developed in concert with program managers and the Chief of the IT Strategic Planning Branch, and incorporated in the analysis for defining information resources management and processing requirements, performance products and interrelationships.

Factor 5 - Scope and Effect

The work involves the appraisal of EPA functions and processes (i.e., administrative procedures, product performance, system connection etc.,) and implements established operations and techniques as well as consideration for unusual problem areas. The effect of analytical efforts is not limited to specific program requirements and operations, and therefore may affect the Agency as a whole.

Factor 6-- Personal Contacts

Contacts include Program Managers, Administrative program office personnel, Acquisition Managers, (Contract Managers, Contracting Officers/Specialists, Procurement Assistants/Lawyers), Technical Managers, Inspector General personnel, GSA representatives, Contractor Program Managers, Agency and Industry Information Technology personnel, Director, MISD and other IT spokespersons.

Factor 7--Purpose of Contacts

The primary purpose of contacts is to obtain facts, provide an interchange of ideas pertaining to EPA functions and processes, in accordance with information management procedural requirements, and to provide assistance in the acquisition and utilization of IT planning and systems planning contact support services.

Factor 8 - Physical Demands

The work is sedentary. No special physical demands are required to perform this work. Although, it should be noted that the individual must be prepared to attend meetings and seminars outside of the confines of the building in which the employee resides in EPA. This requires walking to and from shuttle bus or metro rail services.

Factor 9 - Work Environment

The work is performed in an office setting.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Larry Watkins

Position Number 00046171

Title Program Analyst

Series/Grade GS 343-13

Organization O&I-OTOP-MISD

IT Strategic Planning Be-

Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Dan Burt

Date 8/21/07

Personnel Specialist's Signature _____

Date _____

Part 1. Contracts Management Duties

Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☒ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☒ Participates in debriefing/protests
- ☐ Other (list) _____

Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Percentage of Time Spent on Contracts Management:

60 %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☒ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☒ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

- ☒ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☒ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

10 %